

**WASHINGTON COMMUNITY FOOD PROJECT  
ANNUAL REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2021**

# WASHINGTON COMMUNITY FOOD PROJECT

## LEGAL AND ADMINISTRATIVE INFORMATION

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### Trustees

N Jobson  
J Petherick

(Appointed 4 October 2021)  
(Appointed 5 February  
2021)

M Natton  
S Laws  
K Wake  
M Bowman  
C Rowe  
C Bowman  
C Spellman

(Appointed 5 February  
2021)

M Prince

### Charity number

1156409

### Independent examiner

Murray and Lamb Accountants  
A6 Kingfisher House  
Kingsway  
Team Valley Trading Estate  
Gateshead  
Tyne and Wear  
NE11 0JQ

# WASHINGTON COMMUNITY FOOD PROJECT

## CONTENTS

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	<b>Page</b>
Independent examiner's report	1
Statement of financial activities	2
Balance sheet	3
Notes to the financial statements	4 - 8
Trustees report	9

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# WASHINGTON COMMUNITY FOOD PROJECT

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF WASHINGTON COMMUNITY FOOD PROJECT

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I report to the Trustees on my examination of the financial statements of Washington Community Food Project (the Charity) for the year ended 31 December 2021.

#### **Responsibilities and basis of report**

As the Trustees of the Charity you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011 (the 2011 Act).

I report in respect of my examination of the Charity's financial statements carried out under section 145 of the 2011 Act. In carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

#### **Independent examiner's statement**

Your attention is drawn to the fact that the charity has prepared financial statements in accordance with Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) in preference to the Accounting and Reporting by Charities: Statement of Recommended Practice issued on 1 April 2005 which is referred to in the extant regulations but has now been withdrawn.

I understand that this has been done in order for financial statements to provide a true and fair view in accordance with Generally Accepted Accounting Practice effective for reporting periods beginning on or after 1 January 2015.

I have completed my examination. I confirm that no matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- 1 accounting records were not kept in respect of the Charity as required by section 130 of the 2011 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

#### **Murray and Lamb Accountants**

A6 Kingfisher House  
Kingsway  
Team Valley Trading Estate  
Gateshead  
Tyne and Wear  
NE11 0JQ

Dated: 28 June 2022

# WASHINGTON COMMUNITY FOOD PROJECT

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 DECEMBER 2021**

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		Unrestricted funds 2021 £	Unrestricted funds 2020 £
	Notes		
<b><u>Income from:</u></b>			
Donations and legacies	3	40,120	42,899
Charitable activities	4	35,925	68,694
		<hr/>	<hr/>
<b>Total income</b>		76,045	111,593
		<hr/>	<hr/>
<b><u>Expenditure on:</u></b>			
Charitable activities	5	60,856	56,310
		<hr/>	<hr/>
<b>Net income for the year/ Net movement in funds</b>		15,189	55,283
Fund balances at 1 January 2021		75,113	19,830
		<hr/>	<hr/>
<b>Fund balances at 31 December 2021</b>		90,302	75,113
		<hr/>	<hr/>

The statement of financial activities includes all gains and losses recognised in the year.

All income and expenditure derive from continuing activities.

# WASHINGTON COMMUNITY FOOD PROJECT

## BALANCE SHEET

AS AT 31 DECEMBER 2021

	Notes	2021 £	£	2020 £	£
<b>Fixed assets</b>					
Tangible assets	6		3,264		-
<b>Current assets</b>					
Cash at bank and in hand		87,398		75,473	
<b>Creditors: amounts falling due within one year</b>	7	(360)		(360)	
Net current assets			87,038		75,113
<b>Total assets less current liabilities</b>			90,302		75,113
<b>Income funds</b>					
Unrestricted funds - general			90,302		75,113
			90,302		75,113

The financial statements were approved by the Trustees on 4 July 2022

C Bowman  
Trustee

# WASHINGTON COMMUNITY FOOD PROJECT

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2021

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#### 1 Accounting policies

##### Charity information

Washington Community Food Project is a registered charity.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the Charity's constitution, the Charities Act 2011, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (effective 1 January 2019). The Charity is a Public Benefit Entity as defined by FRS 102.

The Charity has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the Charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the Trustees have a reasonable expectation that the Charity has adequate resources to continue in operational existence for the foreseeable future. Thus the Trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the Trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the Charity.

##### 1.4 Income

Income is recognised when the Charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the Charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the Charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# WASHINGTON COMMUNITY FOOD PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 DECEMBER 2021

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### 1 Accounting policies

(Continued)

#### 1.5 Expenditure

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, it is probable that a transfer of economic benefits will be required in settlement, and the amount of the obligation can be measured reliably.

Expenditure is classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### 1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Fixtures and fittings	15% Reducing balance
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The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### 1.7 Impairment of fixed assets

At each reporting end date, the Charity reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### 1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.



# WASHINGTON COMMUNITY FOOD PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 1 Accounting policies (Continued)

#### ***Derecognition of financial liabilities***

Financial liabilities are derecognised when the Charity's contractual obligations expire or are discharged or cancelled.

### 1.9 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the Charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

### 2 Critical accounting estimates and judgements

In the application of the Charity's accounting policies, the Trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

### 3 Donations and legacies

	<b>Unrestricted funds general 2021 £</b>	<b>Unrestricted funds general 2020 £</b>
Donations and gifts	39,220	39,028
Grants	900	3,871
	<u>40,120</u>	<u>42,899</u>

### 4 Charitable activities

	<b>Charitable Income 2021 £</b>	<b>Charitable Income 2020 £</b>
Public and corporate donations	<u>35,925</u>	<u>68,694</u>

# WASHINGTON COMMUNITY FOOD PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

### 5 Charitable activities

	Charitable Expenditure 2021 £	Charitable Expenditure 2020 £
Depreciation and impairment	576	-
Value of food donated and distributed	39,221	39,028
Top up food purchases	8,608	3,946
Covid funding	-	3,428
Provision of free school meals during holidays and lockdown	3,214	740
Sundries	1,015	475
Events	1,167	82
Venue rents	-	515
Rates	-	1,446
Insurance	222	214
Light and heat	2,110	1,522
Telephone and broadband	435	430
Office costs	602	535
Equipment	2,025	3,050
Donation	1,000	250
Paypal fees	301	289
Accountancy	360	360
	<u>60,856</u>	<u>56,310</u>
	<u>60,856</u>	<u>56,310</u>

### 6 Tangible fixed assets

	Fixtures and fittings £
<b>Cost</b>	
Additions	3,840
At 31 December 2021	<u>3,840</u>
<b>Depreciation and impairment</b>	
Depreciation charged in the year	576
At 31 December 2021	<u>576</u>
<b>Carrying amount</b>	
At 31 December 2021	<u>3,264</u>

# WASHINGTON COMMUNITY FOOD PROJECT

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 DECEMBER 2021

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**7 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals and deferred income	360	360
	<u>360</u>	<u>360</u>



# Annual Report 2021

## Introduction

Founded in 2012 by the late Joanne and Malcolm Dawson, the Washington Community Food Project, is a food bank covering the whole of Washington and Springwell, Tyne & Wear. In 2021 we also provided emergency, one off, support to clients with food parcels to Shiney Row, Houghton, Hetton, Sunderland, Durham County, Gateshead and South Tyneside but our main focus remains Washington.

We are an independent charity, run solely by a team of dedicated volunteers. We rely on the goodwill and generosity of our local community for donations in order to provide short-term, emergency food parcels to those in need. Since the beginning of 2021 over 35 volunteers have helped to promote & run the project.

The WCFP is part of the *Independent Food Aid Network* (IFAN)- a group of independent, grassroots food aid providers working together to secure food security for all. IFAN membership includes over 550 independent food banks over the whole of the United Kingdom and is a free service.

The food bank receives referrals from: Gentoo, Coast and Castle, Oasis Community, Sunderland City Council agencies, National Health Services, Housing associations, Barnardo's, voluntary support services, schools, churches, Citizens Advice, Age UK and government agencies, Washington Mind, and signposting from DWP, Job Centre Plus, and Wear Recovery. The service users then collect food from our distribution points, St George's Church, Barmston Furniture and Oxclose Church, and our main foodbank outlet, situated on the first floor of Washington Galleries.



# Table of Contents

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**1**

INTRODUCTION

**3-11**

COMMITTEE REPORTS

**12-15**

STATISTICS

**16-19**

TEAM REPORTS

**20**

THE WAY FORWARD

**22**

CONTACT INFORMATION

# Committee Reports



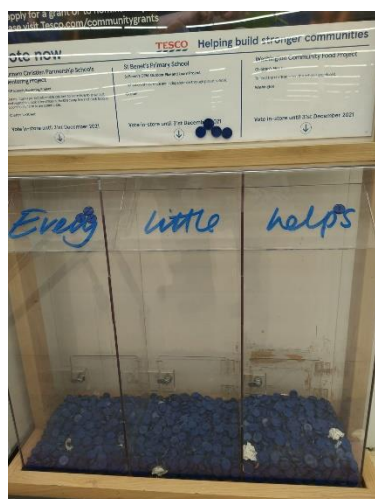
## **Chair's Welcome**

***by Clive Bowman***

I would like to begin this report by thanking all the volunteers who have been with us throughout the year and to those who have joined during the year.

We continued throughout 2021 to receive donations of food from members of the public who dropped off items at our various collection points within Washington. These include: Springwell Methodist Church; Holy Trinity, in Washington Village; Glebe Methodist Church; St George's, in Harraton; St Andrew's in Concord; and Barmston Furniture.

At Harvest time and towards Christmas, we received donations from several schools and churches as well as the general public. We have donation boxes located close to the check outs in Sainsbury's in the Galleries, Sainsbury's Locals at Teal Farm and East Boldon. Lidl Peel Park, B & M Peel Park, Virgin Money, Poundland in the Galleries, Blue House Pharmacy and Sir William de Wessington public house in Concord also collect donations for us.



***Every little token helps the WCFP***

We were also lucky enough to be selected for the Tesco Community Grant scheme this year, whereby customers to their Chester-Le-Street store are given a blue token and can vote for the WCFP to receive a grant by posting it in our box.

KFC have continued to support us this year with donations of cooked frozen chicken. Through the Neighbourly scheme, we have an agreement in place with the following stores to collect, on certain days, fresh products of bakery and other items: Aldi Galleries, Aldi Armstrong, Lidl Peel Park and Marks and Spencer's Galleries. We also have an agreement with Greggs in the Galleries to collect fresh food which we chill overnight and give out the next day.

We continue to work with VCAS, Shiny Row Advice, C.A.B and other voluntary groups. Unfortunately, the need for foodbanks is increasing year on year. We



***Holy Trinity Harvest Festival***



continue to monitor the number of claims we receive from each particular family. It is the WCFP policy not to encourage people to become dependent on the foodbank.

### **Chair's Report**

This year has continued with restrictions placed on our operations as a result of the ongoing Coronavirus (Covid 19) and we have been unable to expand the additional services planned.

The year started-as always- with an assessment of stock after the previous year's Harvest and run up to Christmas donations. This stocktake allows us to advise the treasurer as to the possible food expenditure and to take into account any financial concerns.

We started the year using Unit L as a stock sorting room, with the Galleries management permission which allowed us to utilise a vacant unit where we were able to sort products out and put in data order. By using our basic standard list of items (For parcels from 1 - 5 persons) and having the previous year's figures it is possible to estimate approximately the amount of stock required for the forthcoming year. This is over 55,000 items.



*Sorting donated items ready for the stocktake*



*Oxclose Church, Xmas Eve 2020*

It may seem early in the year but the trustee's thoughts turned to the year-end Christmas Eve Giveaway: how the previous year was run and what alterations, if any, could be made to make it more efficient? Last minute changes in 2020, because of the ongoing Covid, resulted in the decision to bring forward the Christmas Give Away, when both food, Christmas goodies and gifts are available to clients who had used WCFP during the year. The Galleries management allowed us to operate, for a week, out of another vacant unit where people who had used WCFP during the year were invited to attend, at a set time to, choose these items.

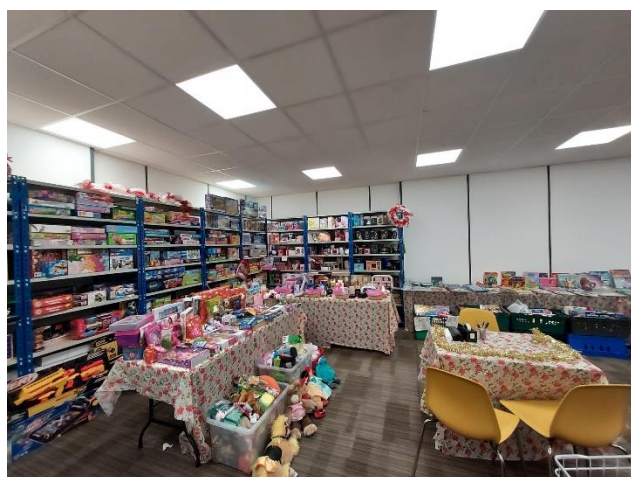
WCFP were then able to concentrate on Christmas Eve donations. Items received from the stores after closing that night. Volunteers then sorted and delivered over 60 parcels of fresh food, meat and bread on Christmas Eve to people who had requested a delivery.

Preparations were made for the annual general meeting to report on the activities of 2020 which took place in February which, because of the Covid restrictions, was a Zoom meeting.

Plans for the development of activities in Unit O were again discussed but no progress was made because of the ongoing Covid situation.

WCFP started the year with four distribution outlets, Galleries foodbank- open 4 days, Barmston Furniture and Oxclose church- open 5 days and St George's Church- open 3 days a week. This operated throughout the year subject to the relaxation of covid rule and the reintroduction of restrictions which closed certain outlets for various periods throughout the year. However, the Galleries continued to operate normally for clients throughout the whole year.

We were asked by Galleries management to vacate Unit L mid-year and offered the temporary use of two cabins in the east yard. This meant stock was having to be sorted in the rear of Unit O and long life plus surplus had to be taken down to the cabins and then brought back to Unit O when required.



*Christmas Give-Away 2021 opens for business in Unit L*

WCFP then began negotiations with the Galleries management to take a lease on Unit L. This was concluded in September and we approached Commercial and Industrial Interiors Ltd. who not only assisted but involved other suppliers who offered to donate all material and labour for the refurbishment of the unit. This included the strip out of the old Bet Fred fixtures and fittings allowing the work to commence. The work was completed in late November allowing

the stock sorted in the cabins to be brought back up. It also allowed the Christmas Give Away to take place in the Unit during the week commencing the 13<sup>th</sup> December.

During the year the list of items in a standard food parcel was addressed and a decision made to personalise each parcel. The recipient is now asked to choose from this list what they would use and as a result the parcel is now made up to suit, reducing any wastage. WCFP had already extended the standard list by offering toiletries, washing up liquid, washing products as well as cat and dog food.

We are now able, with donations from M&S, Greggs, Aldi and Lidl, to offer fresh produce and we purchase and supply fresh eggs and fruit with every parcel. This service can only operate out of the Galleries as our other outlets do not have appropriate storage facilities. The trustees are presently considering adding dairy products to the parcels.



Thanks to the generosity of the local community, and local stores- which allow us to site donation boxes at the end of aisle, the WCFP has had another worthwhile year supporting over 460 families with over 1,400 parcels with over 55,000 items.



### **Project Manager's Report**

***by Carol Rowe***

Another great and busy year at WCFP!

I have volunteered for a number of years for WCFP- seeing it grow from a small cupboard at Oxclose Church to the fantastic two units in the Galleries. This year we had the option of opening unit L which is our storage unit, making life a lot simpler for us when bringing in stock. None of this could have happened without our band of hardworking volunteers and Clive (Chair) and Maureen Bowman (Secretary) who have helped to make this happen.

Once again, the kindness and generosity of the Washington community and various companies has overwhelmed us. We could not operate without them.

A huge thanks to all our volunteers and supporters.



### **Secretary's Report**

***by Maureen Bowman***

The year started off quietly after the hectic Christmas rush - which really starts in October with the Harvest donations and continues through until Christmas.

Volunteers continue to work in bubbles of three following all COVID safety precautions – working behind screens, only one person allowed into the foodbank, no refreshments or seating area, collect your parcel from a table. Not our usual friendly way of working I know but it worked and we have all stayed safe.

St. George's, however, were working outside, providing hot meals for parents and children during school closure. It was often cold and wet but they continued cheerfully and reaped the rewards of knowing that they had done a good job and were appreciated both by the local community and the foodbank volunteers. I think that between St. George's and the Galleries outlet we gave out over 1,000 packed lunches during the school closure.

During April the Galleries management staff ran a 'leave a bag campaign' which is still ongoing and so far has resulted in over 3,000 bags being left for our use. We use over 160 bags per week and have been forced to buy supplies in the past so the

campaign has been an enormous help. Charity shops are now recycling their bags up to us.

May to September brought us the Washington Food Market in Albany and they had a donation point at the entrance. In October we received a fantastic donation of £1,314. 00. Many thanks to them for their support.

This is only one of many wonderful donations received throughout the year. They range from large business donations to small personal gifts. WCFP have just sent out over 60 thank you letters to businesses which have donated over Christmas. Unfortunately, I do not have contact details to thank the hundreds of individuals who call into the foodbank on a regular basis to leave either a cash donation or a bag of food. We at WCFP are overwhelmed by the generosity and kind good wishes we receive - it makes our work worthwhile when we know we have so much community support.

In June, we got our audited accounts back from the accountant who complimented us more than once on the good management of the charity as a whole. He concluded his report by saying that our books balanced to the penny and he had no cause for concern with the financial aspects of the charity.

June also saw an increase in the number of 'drifters': people who are sofa-surfing or homeless. They call into the foodbank two or three times a week, and without a referral can collect both Greggs and M&S surplus fresh food. We record the number of drifters and inform SCC so that they can monitor the situation. No names or details are recorded.

The summer continued with the provision of packed lunches by the foodbank, St. George's and Springwell Church (who were very disappointed with the uptake,



***Recycling plastic bags: good for the WCFP, great for the environment!***



***Visitors enjoying sunshine and bargains at Washington Food Market, Albany***



***Feeding little mouths and imaginations, with carefully selected story books***

however, it was a provision which was made and fortunately not needed at that time). We received a large donation of children's books from the Galleries Bookstore which unfortunately had to close, therefore, each child received an age-appropriate book and each family received a smaller food parcel along with the packed lunches

Financially we are in a position to improve our food parcels and we now give eggs and fresh fruit in addition to the tinned and dried food. Each new client also receives toiletries, cleaning products,

nappies, if requested, sanitary goods and pet food if needed. In the past these goods would be added to a parcel if we had them donated but are now standard provision.

We received the keys for the new storage unit in the Galleries and our thanks go to John Dunnage of Commercial and Industrial Interiors Ltd. and his team of volunteers for arranging and completing all the work in just a few days. There was considerable delay prior to starting the work as asbestos checks and various legal inspections had to be completed but the work was finally completed with the fitting of the shelves in November. The cost of the refit was estimated to be around £30,000, all of which was carried out free of charge. An enormous vote of thanks goes to the companies whom John contacted, all of which were very happy to join him in such a worthwhile cause.



***Regular donations from the RSPCA ensure our four-legged friends are also being catered for***



***Our fantastic new storage facility in Unit L***

The shelving was installed towards the end of November and the huge task of sorting stock and donations (which were coming in thick and fast for Christmas) began. It is not yet completed but the volunteers are working hard and making good progress – every item to be sorted, every date to be checked and all stored and arranged, by date, in our lovely new stockroom!



*A Great Big*  
**THANK  
YOU** TO OUR

GENEROUS SUPPLIERS FOR MAKING THIS  
**WASHINGTON COMMUNITY FOOD PROJECT**  
STORAGE FACILITY POSSIBLE!



Fire Logistics Limited



WORKING FOR THE FUTURE



**Washington Community Food Project**

tel. 07450 766 226 email. [washingtoncfp@gmail.com](mailto:washingtoncfp@gmail.com) web. [wcfp.org.uk](http://wcfp.org.uk)

Registered Charity No. 1256409

And then came Christmas!!

Each month I send out a newsletter to people who support us financially so that they know what we are doing with their money. Here is an extract from the December/January newsletter:



***Adrian and 'Junior' prove you're never too young to start helping others with one of their many donations to the 2021 'Twelve Days of Christmas' gift appeal***

*Our Christmas at WCFP was very busy but our wonderful supporters ensured that we had enough to meet everyone's needs. When I wrote in December I was concerned that we might not have enough Christmas Crackers- Adrian, from Bede Gaming, soon solved that problem for us by providing 300 - so every parcel had enough crackers for each person in the family. I cannot believe just how good, kind and helpful the people and businesses of Washington are. Whenever we put out an appeal it is*

*always exceeded. Thanks to everyone who gave this Christmas.*

*Our Christmas began with the Big Christmas Give Away when clients are invited to choose gifts for their families.*

*The appointment system worked well for the giving out of the Christmas gifts and goodies. Sixty-five of the 67 families invited took part and all were extremely grateful – often in tears. We invited families with young children who had been “on our books” during 2021. We provided gifts for 258 people, 164 of them were children. WCFP did not spend any money on the gifts and goodies given out. Everything was donated – lots via our Christmas appeal. Donations are always used either to provide food or for running costs - as you probably already know - no one claims any expenses and we have no paid staff.*

*Parents were able to choose a toiletry gift for themselves, an age-appropriate toy for each child, a game, books, sweets and goodies, colouring book and pencils, biscuits, mince pies, pudding, wrapping paper or sack and of course a cracker each.*

*On Christmas Eve our volunteer drivers picked up from Aldi, Lidl, M&S and Sainsbury's after closing time.*

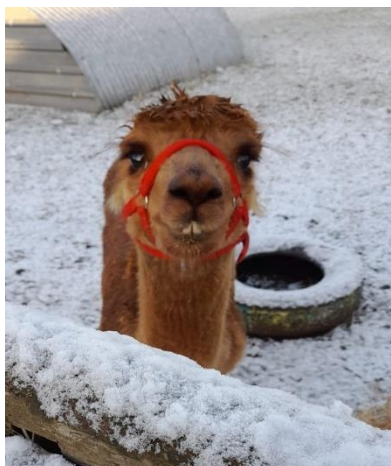
*We worked from a cabin in the yard at the back of the Galleries and made up 65 parcels all to be delivered before 10.00pm. Sainsbury's came up trumps this year providing a turkey or joint of meat for every family and we had enough vegetables*



***It's a wrap- thanks to the Dovestone Ladies***



to feed an army. Each family received a bag of meats, one of bread/cake and one of vegetables and we were finished well before 10.00pm.



***An abundance of brussel sprouts?  
No prob-llama!***

The Galleries management kindly allowed us to store our bags, crates and leftovers in the cabin so we were able to clear up very quickly. The horses at the Riding Stables for the disabled and animals at Bill Quay farm benefited from the left overs on New Years' Day.

Thanks to your generosity and to local businesses we were able to bring much needed Christmas cheer to 65 extra families and still continue with our regular food parcels of 35 – 40 per week.

We had £3,500 Asda Vouchers from Government via Sunderland CC most of which we distributed to our families – 2 people £20, 3 – 4 people £40, 5+ people £60.

We had twenty £20 vouchers left which are being given out at the discretion of the Front of House Leads. The Washington Scouts also provided us with 130 family friendly surprise Christmas shoe boxes which were also distributed.

Iceland gave us 100's of mince pies by asking everyone to donate a box at the till. It is impossible to individually thank all the companies which have donated, Nissan, Go Northern, Snorkel, Enterprise RAC, from the large to the small, The Training Gym, St. George's, individuals, the response has been fantastic.

'Thank you, thank you, thank you,' to quote Strictly winners Rose and Giovanni.

It has been a busy but rewarding year. The number of donations we receive and the messages of good wishes received from the community allows us to feel that we are providing a good and valuable service. We have, unfortunately, lost some excellent volunteers during the year – several have moved into employment so (although we miss them) we are happy for them, many keep in touch & return to help at Christmas.

We always take on a number of new volunteers at the beginning of the year; several are going through the recruitment process at the moment. I find it amazing how when one door closes, another opens and we are able to continue. I would like to say a big thank you to all volunteers past and present who have helped to make this year run smoothly. Volunteers have gone way beyond what they expected to do when they joined us often with considerable self-sacrifice. Putting in many more hours than they signed up for, carrying much more responsibility than they expected. On behalf of all our clients, friends and supporters- *thank you and God Bless.*



***Members of our dedicated team***

## 2021 Statistics

### 1) Reason for need:

This information is dependent upon the referral agency ticking the appropriate box(es) as to the reason for the referral.

<b>Asylum</b>	2	0.44%
<b>Bereavement</b>	3	0.66%
<b>Benefit</b>	138	30.40%
<b>Change in Circumstances</b>	13	2.86%
<b>Covid</b>	26	5.73%
<b>Debt</b>	85	18.72%
<b>Delay in Wages</b>	13	2.86%
<b>Domestic Violence</b>	12	2.64%
<b>Family Changes</b>	22	4.85%
<b>Homeless</b>	3	0.66%
<b>Household expenditure</b>	8	1.76%
<b>Low Income</b>	76	16.74%
<b>One off loss</b>	22	4.85%
<b>Sanctioned</b>	8	1.76%
<b>Sickness</b>	22	4.85%
<b>Unknown</b>	1	0.22%
		<b>100.00%</b>

### 2) Year on Year table:

	<b>2020 clients</b>	<b>2020 parcels</b>	<b>2021 clients</b>	<b>2021 parcels</b>
<b>Jan</b>	321	139	336	155
<b>Feb</b>	309	161	321	153
<b>March</b>	335	153	202	91
<b>April</b>	293	123	219	97
<b>May</b>	123	73	184	79
<b>June</b>	167	89	192	81
<b>July</b>	200	85	180	84
<b>Aug</b>	182	81	201	82
<b>Sept</b>	238	93	252	115
<b>Oct</b>	199	86	371	160
<b>Nov</b>	224	103	393	157
<b>Dec</b>	464	185	292	134

During part of the Covid lockdown, from March onwards food banks within Sunderland experienced a reduced number of referrals WCFCP was no exception.

### 3) Average number of people supported by a parcel:

	2020	2021
<b>Jan</b>	2.31	2.17
<b>Feb</b>	1.92	2.10
<b>March</b>	2.19	2.22
<b>April</b>	2.38	2.26
<b>May</b>	1.68	2.33
<b>June</b>	1.88	2.37
<b>July</b>	2.35	2.14
<b>Aug</b>	2.25	2.45
<b>Sept</b>	2.56	2.19
<b>Oct</b>	2.29	2.32
<b>Nov</b>	2.19	2.50
<b>Dec</b>	2.53	2.18

The trend towards larger families has continued.

2.21	2.27
Monthly Average	

### 4) Number of people in household:

There has been a significant increase in the number of 4 person families.

	2021	2020	2019	2018
<b>1 person</b>	47.37%	48.33%	53.88%	57.25%
<b>2 person</b>	19.79%	18.41%	20.61%	15.51%
<b>3 person</b>	10.95%	12.97%	11.21%	13.55%
<b>4 person</b>	13.05%	11.09%	7.65%	9.43%
<b>5 person</b>	4.84%	6.49%	6.65%	3.98%
<b>6 + person</b>	4.00%	2.72%	-	-

### 5) Number of visits:

	2021	2020	2019
<b>One parcel only in year</b>	37.47%	41.18%	31.87%
<b>Two parcels in year</b>	19.58%	18.05%	16.61%
<b>Three parcels in year</b>	10.53%	14.20%	12.66%
<b>Four Parcels in year</b>	9.47%	8.52%	9.35%
<b>Five parcels in year</b>	6.95%	5.07%	6.90%
<b>Six Parcels in year</b>	5.89%	4.87%	5.25%
<b>Seven parcels in year</b>	4.21%	3.04%	3.35%
<b>Eight parcels in year</b>	3.37%	1.01%	2.60%
<b>Nine parcels in year</b>	1.26%	1.01%	2.05%
<b>Ten parcels in year</b>	0.63%	1.01%	1.70%
<b>Eleven parcels in year</b>	0.42%	0.20%	1.20%
<b>Twelve+ parcels in year</b>	0.21%	1.83%	-



**6) Areas in which WCFP support has been received:**

		<b>Referrals</b>	<b>Area</b>
<b>Washington Wards</b>	East	70	Barmston, Fatfield, Harraton
	North	174	Usworth, Concord, Sulgrave
	West	61	Donwell, Springwell, Albany, Blackfell
	Central	56	Village Town Centre, Glebe, Columbia, Biddick
	South	78	Oxclose, Lambton, Ayton, Rickleton
	Homeless	7	
	Durham County	12	Anfield Plain, Bishop Auckland, Chester- le-st, Consett, Easington, Seaham, Sherburn, Wingate
	Gateshead	1	Birtley
	South Tyneside	1	Boldon Colliery
	Sunderland	8	Castletown, Hillview, Houghton, Penshaw, Redhill, Southwick

**7) Make up of family units:**

<b>Single person family</b>	unknown	0
	18-25	22
	26-50	140
	50-69	59
	Over 70	2
<b>Two-person family</b>	unknown	1
	1 adult , 1 child	43
	2 adults	50
<b>Three-person family</b>	unknown	0
	2 children 1 adult	28
	1 child 2 adults	18
	3 adults	6
<b>Four-person family</b>	unknown	1
	3 children 1 adult	25
	2 children 2 adults	34
	1 child 3 adults	2
<b>Five-person family</b>	4 children 1 adult	10
	3 children 2 adults	13
	1 child 4 adults	0
<b>Six-person family</b>	5 children 1 adult	4
	4 children 2 adults	10
	3 children 3 adults	2
<b>Seven-person family</b>	5 children 2 adult	3

# **Team Reports**



## **Deputy Project Administrator's Report**

***by Sue Laws***

Who would have imagined at last year's AGM, that COVID would still be with us this year? However, despite the challenges that has brought, thanks to the dedication of our volunteers, we have managed to provide the same exemplary service to our clients as always.

Front of House has welcomed a steady stream of new volunteers and has had to sadly, say goodbye to some old friends. Although some are still active in the background of WCFP and still pop in to see us from time to time.

There has been a steady increase in the amount of people we have given parcels to this year. Some are 'old faces' that crop up at times but a lot are people who never envisaged having to use a foodbank. I would like to commend the way our front of house staff makes, what must be a very traumatic first encounter for them, a less daunting experience by their friendly, courteous manner putting our clients at ease.

We have continued to provide packed lunches in the school holidays and have tried to improve our parcel content with addition of eggs fresh fruit and fruit juice. Clients are now able to choose what they do and don't want in their parcel by completing a tick list, thus ensuring there is less food waste.

We are able to continue to give out detergent, toiletries, sanitary products, nappies and baby wipes. The RSPCA regularly deliver dog and cat food which is handed out ensuring the pets of Washington are not forgotten.

I really cannot envisage what the next year will bring for WCFP. However, I am sure that not just front of house but all our dedicated volunteers, will meet any challenges and deal with them with their usual, stoicism and good humour.



## **Treasurer's Report**

***by Michelle Natton***

I have volunteered at WCFP for over four years, three of which, as Treasurer. During this time, and due to increased demand, the whole project has developed and evolved so much. It barely recognisable, from our humble begins, working from a cupboard in Oxclose Church. Our main operating unit, in The Galleries is firmly established and we now have an additional storage area, which we plan to utilise for community events.

Our dedicated trustees and professional team of volunteers have made it possible for us to build strong links with our local community. I would like to thank every member of the team for giving up their free time, to enable WCFP is able to operate. Due to our amazing volunteers, and the reputation we have worked so hard to establish, we have continued to receive the invaluable support of the community. This has been given in many forms; from food donations at our local drop-off points, responses to our Facebook and Twitter requests, individual and group fundraising events, whole school collections, monetary donations in cash, via our bank and PayPal accounts alongside support from the council and local businesses. I would like to thank everyone who has contributed, as these donations make a huge difference to people, during some of the most difficult periods of their lives.

The support has allowed us to supply emergency food parcels to our referred clients, provide free packed lunches, for any child, during lockdown and school holidays and support to St. George's and Oxclose churches, with their food provision programmes. In addition, the response we received to our 'Twelves Days of Christmas' appeal, was incredible and allowed us to provide families with gifts and Christmas food items.

As prices of buying food and utility bills have increased, so has our expenditure. However, the support we have received this year will cover our projected costs for 2022.



### **Health and Safety Report**

**by Gail Watson**

Who would have thought it but yet another 'lockdown year' where the covid rules were constantly changing. This meant we had to adapt to any rule changes quickly bearing in mind all the WCFP policies in place. Half way through the year I was asked to consider the role of Health and Safety Officer previously held by Lisa Scott. This meant reviewing the current policy etc. I finally accepted and started in Nov 2021 (1 year after the original policy was written). Having reviewed the policy I have suggested a few minor changes in the policy document which has been passed back to Maureen for discussion with the rest of the Trustees prior to them being reissued.

Since I took over there has been no Health and Safety issues to report. However, we need to remain vigilant and report any issues (no matter how insignificant). Prevention is better than the cure.

Fortunately, despite covid we have a fantastic team of volunteers who have worked throughout the year in their 'allocated' roles. Providing cover for any volunteer who has been unable to help. Sensibly putting health as a priority. During the start of 2022 WCFP intend to roll out Health and Safety training sessions to ensure everyone is aware of any procedures in place to safeguard the volunteers going

about their day-to-day business. If any other issues arise (not covered by the current document) hopefully we will amend the policy in due course to cover things unless it is something major.

WCFP has expanded since 2021 and we have officially taken over another unit in the galleries. So, volunteers need to be aware of the different functions carried out in each unit and where necessary highlight any safety issues involved (e.g., moving stock between locations etc). Covered in the training. Together with any issues arising from collections and client interfaces.

All in all, we remain positive until 'things get back to the new normal' whatever shape that is. Well done everyone, roll on 2022.



### **Social Media Report** ***by Cat Spellman***

This year we have seen even more engagement with our social media pages, especially thanks to some assistance with our Twitter to reach out to local businesses - helping to secure a new collection point at Blue House Lane Pharmacy.

We have had various other local organisations get in touch to support us, and over Christmas we were overwhelmed with the response to our 12 days of Christmas and the donations we received.

This year we updated our website and logo which we are all really pleased with and owe our thanks to Becky Natton for helping us.



### **Volunteer Co-ordinator's Report** ***by Marj Prince***

WCFP has continued to see an increase in demand for our services throughout 2021. We have been amazed at the generosity of local businesses and residents who have continued to donate both money, food and essential toiletries. Without their continued support we would be unable to provide vital provisions

for those who are struggling financially and unable to provide for their families during times of crisis.

In July the government eased restrictions allowing us to welcome people back into the unit to socialise and have a drink and chat, following strict Covid guidelines. This move was welcomed by volunteers and all visitors to the food bank and gave us the opportunity to get to know people. As a result of this we have been able to signpost people to a range of organisations who are able to provide specialist advice and support on benefits, debt management, legal matters and emotional support through counselling.

One of the most rewarding things we have encountered is the delight and relief people feel when they have positive news in their lives. This has included getting good news about health related matters and finding employment. We have had people who have benefitted from the food bank in the past coming in to donate when they are back on their feet and also wanting to volunteer at the food bank.

This year a number of our volunteers have left due to illness, family issues and finding employment. We would like to thank them all for all their hard work and dedication and wish them well in all they do. I would also like to take this opportunity to welcome our new volunteers and wish them every success in their various roles within the organisation.



**New Front-of-house Lead's Report**  
***by Judith Petherick***

Since taking on a front of house lead role in October 2021, I have seen a different side to the food bank operation. It continues to surprise me how many of those who come to us for help are actually in employment but still reliant on Universal Credit. There needs to be a fundamental change in how work is valued and remunerated so that people can be more self-sufficient and benefit from all that comes with a true living wage.

The number of our clients who are single is also telling. There appears to be a real lack of support for this particular group, both practically and financially, which needs to be addressed.

The generosity of the people of Washington and beyond is deeply humbling. It seems that we only have to ask once for what we need and we receive it in bucketloads! In a time of uncertainty for everyone, we have not forgotten those who are most in need. Until the day comes when food banks are no longer necessary, it is reassuring that we live in such a caring community.

I would also like to pay tribute to everyone who gives their time freely to enable our operation to continue. There is a huge amount of work going on behind the scenes from a relatively small number of people. Thanks to all of them.



**New Volunteer's Report**  
***by Val Jordan***

I've only been a volunteer for four weeks but I love it!  
I came upon the WCFP's unit in the Galleries one day by accident whilst out shopping with my daughter. It's so discreet, we didn't know what was inside so we knocked on the door and were shown around by Lisa, one of the lovely WCFP team.

I'd always wanted to give something back to my community and after being so impressed by how well-organised and run the charity is, I decided to take the plunge and volunteer my time.

I've been made to feel so welcome by the staff. The friendly atmosphere at the foodbank and generosity shown by the companies and individuals who donate is a huge strength and I feel that we are lucky to have such a wonderful resource here in Washington.

# The Way Forward



**by Nicola Jobson**

After a year dominated by vaccines and variants- what's in store for us all next?

Well, in addition to being the year we learn to live *alongside* the virus, 2022 looks set to bring particular challenges to low-income households.

Headlines are currently dominated by news on the rising cost of living (particularly energy bills) and inflation across the UK. These cost increases and income reduction will make it harder for households to recover from the pandemic, so access to support like ours will be more important than ever.

We are expecting to see a spike in clients coming to our service as these costs hit home in spring and more local families begin to struggle. One thing's for sure though, the people of Washington look after their own and- with their continued support- we will rise to the challenges ahead.

There are also some exciting developments to watch out for at the WCFP in 2022!

We're always looking ahead and constantly reviewing how we can further enhance the provision for our clients and for ways in which we can support other projects or organisations aiming to break the poverty cycle.

Early this year, we'll be opening up our brand-new IT hub at Unit O- allowing clients to book time on laptops and access support to complete benefit forms, housing searches, job applications etc.

COVID permitting, support services will also be running various workshops and drop-ins throughout the year at Unit O. We'll keep you posted via Facebook and our website about these.

If you have a suggestion about any project/s you think the WCFP should be part of, drop us a line on Facebook or at [washingtoncfp@gmail.com](mailto:washingtoncfp@gmail.com)- we'd love to hear from you!

As restrictions ease, our volunteers are probably most looking forward to welcoming more clients and donators face-to-face in to Unit O and (hopefully) seeing you all at community events such as the Washington Carnival and Christmas Fayre.

Finally, to everyone who has supported us throughout 2021, we'd like to say a huge 'THANK YOU' from the bottom of our...









Charity number

1156409

## WANT TO HELP US TO HELP THOSE IN NEED?

Donations can be made at our site locations, the details of which you can see on the [Find Us](#) page of our website, as well as the following places within Washington, Tyne & Wear:

- WCFP, Unit O, The Galleries, NE38 7NF (Tuesday-Friday 12-3pm)
- Sainsbury's, The Galleries, NE38 7NF (see store opening hours)
- Poundland, The Galleries, NE38 7NF (see store opening hours)
- Market Village, The Galleries, NE38 7NF (see opening hours)
- Oxclose Church, NE38 0LA 9 (Monday to Friday 9am – 1pm)
- Sainsbury's Local, Teal Farm, NE38 8FB (see store opening hours)
- Lidl, Peel Retail Park, NE37 2PA (see store opening hours)
- B&M, Peel Retail Park, NE37 2PA, (see store opening hours)
- Wetherspoons Concord, NE37 2SY (see opening hours)
- Blue House Pharmacy, Concord (see opening hours)
- Get Pampered, Concord, (see opening hours)

If you wish to make a cash donation please click on the 'Donate' buttons on our website or Facebook pages, come and see us in Unit O, The Galleries, or contact us directly at:

07450766226

 @washingtoncfp

wcfp.org.uk

washingtoncfp@gmail.com



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